

## Nursing Diploma Course Shikshan Shulka Samiti - 2024-25

### Particular Details

### Volume Part A

Sr No	Particulars
1	Challan/Receipt showing proof of payment of processing fee paid to the Nursing Diploma Course Shikshan Shulka Samiti.
2	Affidavit in the prescribed format (as per the proforma published) duly verified and attested by the person duly authorised in terms of section 2(l) of the FRA Act,
3	Computation sheet for the academic year 2024-25
4	Depreciation Chart for the academic year 2024-25
5	Proposal Form in Prescribed Proforma A, B, C, D, and E
6	Proposal Form in Prescribed Proforma of Income and Expenditure
7	The Audited Financial Statements for the Financial Year 2022-23 of the Institute & Hospital (for Health & Science Courses) duly signed by the Chartered Accountant & countersigned by the person authorized in terms of section 2 (l) of the FRA Act, 2015. The audited financial statements must be accompanied by--- (i) Audit Report, (ii) Receipt & Payment Account, (iii) Income & Expenditure Account, and (iv) Balance Sheet. (v) All the financial statements as mentioned above should be accompanied by detailed Schedules and Notes to Accounts (vi) The Auditor's Report must be accompanied by Form No. A1 & A2 (Annexure - A) as prescribed by the FRA and same to be duly signed by the Auditor along with particulars such as Name of Auditor/Firm, firm registration number, name of signing partner or proprietor with particulars his/her Membership Number, UDIN and seal of the Firm. Each page of Form No. A1 and A2 must bear the signature of the Auditor.
8	Copies of Form No. 16 in respect of Teaching and Non-Teaching staff.
9	TDS return/statement for Salary (teaching and non-teaching) in Form No. 24Q for Quarter-4 along with Annexure II (i.e. Annual Salary Details) duly certified by the Auditor or Principal of the college/institute
10	TDS return/ quarterly statements for Non-Salary in Form No. 26Q along with details of deductee, nature of payment, amount, etc, in an excel sheet duly certified by the Auditor or Principal of the college/institute
11	Copy of the Audited Financial Statements of the Trust/Society for the Financial Year 2022-23 along with all the Schedules and Notes to Accounts.
12	Copy of Income Tax return filed by the Trust and/or college/ institute for the Financial Year 2022-23 (i.e. the Assessment Year 2023-24) duly attested by the Auditor/Principal of the college/institute.
13	Budget of the college/institute for the financial year 2024-25 duly signed by the President/Secretary of the Trust or the Principal of the college/institute.
14	Certified copies of all the Bank Account Statement(s) of the institute /college for the Financial Year 2022-23 showing debits entries of the salary paid to Teaching and Non Teaching staff through cheque/NEFT. Note: 1. The original copy of the Bank Statements must be attested as `True Copy` by the Branch Manager of the Bank. 2. All the relevant entries showing payment of salary made through the Bank and claimed as an expenditure be distinctly marked and highlighted.
15	Certified copy of Bank Account Statement(s) of the college/ institute for the Financial Year 2022-23 showing debits entries of payments made as "Non-Salary expenditure. Note: 1. The original copy of the Bank Statements must be attested as `True Copy` by the Branch Manager of the Bank.2. All the relevant entries showing payment of non-salary made through the Bank and claimed as an expenditure be distinctly marked and highlighted."

16	Letters of approval of teaching staff issued by the approving Authority duly attested by the Principal of the institute/college.
17	Letters showing the sanctioned intake capacity approved by the Competent Authority for the academic year 2020-21, 2021-22,2022-23 & 2023-24 duly attested as a `True Copy` by the Principal of the institute/college (as per the course duration).
18	Copy of fees structure approved by the Fees Regulating Authority for the academic year 2021-22,2022-23 & 2023-24 (as per the course duration).
19	Certified copy of the property card and/or 7/12 extract showing the ownership of the land owned by the institute/trust.
20	Certified copy of the extract of Property Assessment Register issued by the Municipal Corporation /Municipal Council/ Gram Panchayat assessing the property for the purpose of property tax.
21	Statement showing the number of students admitted and appeared in the examination and no. of students passed in the examination (as per the course duration).
<b>Volume Part B</b>	
1	List of Visiting faculties, Qualification, Amount Paid to individual & Mode of Payment (Cash/ Cheque/Bank).
2	List of Guest lecturers, Qualification, Subject, Amount Paid to individual & Mode of Payment (Cash/ Cheque/Bank).
3	The Receipt(s) showing acknowledgement of Affiliation Fees paid to the Affiliating MSBNPE.
4	The Receipt(s) showing acknowledgement of Inspection Fees paid to the Affiliating MSBNPE.
5	The Receipt(s) of payment of Eligibility fees paid to the MSBNPE.
6	The Receipt(s) of payment of Exam Fees paid to the MSBNPE.
7	The Receipt(s) of payment of Enrollment Fees paid to the MSBNPE.
8	Item wise List of expenses claimed towards Repairs & Maintenance of College Building with course wise bifurcation.
9	Item wise List of expenses claimed towards Other Repairs & Maintenance with course wise bifurcation
10	Bills and receipts of expenses claimed towards Advertisement with copies of the advertisement published in the newspaper.
11	Copy of sanction letter from the Bank/Financial Institution for which interest expenditure is claimed as a deduction on cash credit/ overdraft/working capital facilities/ TEQIP Loan.
12	Item wise list of expenditure claimed under Professional Charges -Other/ Consultancy fees-legal / Consultancy Fees -Other with documentary proof of payment made towards professional with copy of TDS deducted and challan of deposit made.
13	The item-wise list of Other Expenses relating to students activities claimed under the head of Expenses related to students i.e. any other expenses relating to students' activity not specifically covered under other heads provided for Expenses Related to Students.
14	Copies of bills and receipts of payment made to the service provider towards Internet Charges/Services
15	Copies of bills and receipts of payments made towards electricity charges with course-wise bifurcation claimed as an expenditure in the proposal form.
16	Copies of bills and receipts of payments made towards water charges with course-wise bifurcation claimed as an expenditure in the proposal form.
17	Copy of the agreement(s) of the college/institute with the transporter to provide free transport service to the students.
18	The Receipt(s) of payment made to the Transporter towards free transport service to the students.
19	Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Training and Placement.
20	Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Conference and Seminar of Faculties
21	Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Conference and Seminar of Students
22	Copy of agreement providing manpower in lieu of nonteaching staff if engaged by the institute/college with copies of TDS returns.
23	Copy of agreement providing manpower in lieu of sweeping and/or cleaning staff/gardening if engaged by the institute/college with copies of TDS returns.
24	Copy of agreement providing manpower in lieu of security and/or watchman if engaged by the institute/college with copies of TDS returns.

25	Item wise list of expenditure with receipt(s) of payment made towards amount claimed under the head of Laboratory Expenses, Demonstration Material and Chemicals, Consumable etc. expenses
26	Item-wise list of other expenses claimed under the head of All other expenses not categories / not grouped in any heads/subheads given above.
27	Copies of bills and receipts for addition to the fixed asset during the Financial Year 2022-23.
28	Proof of online proposal for approval of fees for A.Y. 2023-2024 displayed on the website and notice board of the Institute/College.